

September 13, 2016

QUESTIONS AND ANSWERS

Request For Proposal: RFP 16-11-09 Time and Attendance System

1. Whether companies from Outside USA can apply for this? (i.e. India or Canada)?

Answer: Any company can submit a proposal.

2. Whether we need to come over there for meetings?

Answer: Requests for onsite meetings will depend on the selected solution.

3. Can we perform the tasks (related to RFP) outside USA (i.e. India or Canada)?

Answer: Tasks performed will depend on the selected solution.

4. Can we submit the proposals via email?

Answer: No. All proposals must be submitted pursuant to the instructions in the Request for Proposal.

5. Is the City is interested in HID terminals to work with the existing cards... please also confirm if the existing cards are HID proximity cards?

Answer: Offerors are requested to submit proposals to meet the City's needs as described in the solicitation. The existing City cards are HID.

6. Will employees need to punch in/out from a computer or smart phone?

Answer: Employees are expected to clock in and out. The method of doing so will depend on the selected solution.

7. Will employees need to request time off electronically from a computer or smart phone?

Answer: Not needed or requested as per RFP 16-11-09.

8. Will FMLA tracking be a part of this scope of work?

Answer: Not needed or requested as per RFP 16-11-09.

9. How many supervisors/managers/administrators will need access to the system to make approvals, edits or run reports?

Answer: 25 or less.

10. Can an Offeror obtain a sample badge to test with and specifications on which HID badge is used, number of bits etc?

Answer: No. Sample badges will not be provided. The badges are 26 bit cards.